

APPENDIX J

PREPARATION OF A STANDARD FORM (SF) 122, TRANSFER ORDER EXCESS PERSONAL PROPERTY

A. General. Use an **SF122** to request excess AE in the possession of a civil agency or one of **their** contractors. Forward an original form and five copies to. **DARIC-R** for processing in accordance with this Manual and applicable DoD Component or Contractor regulations (Appendix B). Identify all requested equipment by DoD case number. Each DoD case number requires a separate **SF122**.

1. Preparation instructions:

a. Block No. 1. Enter the requesting activity DoD Activity Address Code (**DoDAAC**) listed in DoD 4000.25-6-M, the Ordinal Date (**YDDD**), and Requisition Number. (Ordinal Date, often referred to as Julian Date, is comprised of the last digit of the year and three digits in the range of 001-365 (366 in leap year) representing the sequence number of the day in the year; e.g., **August** 14, 1987 is coded as 7226.)

	<u>DODAAC</u>	<u>ORDINAL DATE</u>	<u>REQUISITION NO.</u>
Example :	M67360	7226	0002

b. Block No. 2. Use date requisition is prepared.

c. Block No. 3. Insert "via" **DARIC** in **all** instances and appropriate DoD Component approval channel (as applicable).

d. Block No. 4. Self-explanatory.

e. Block No. 5. Enter name, city, and state of activity releasing the equipment.

f. Block No. 6. Provide detailed shipping address to ensure proper delivery. Include the Data Processing Installation (**DPI**) number for the activity where the equipment **will** be installed. (DO NOT ENTER A MAILING ADDRESS IN THIS **BLOCK**.)

g. Block No. 7. Indicate city and state location as shown in the **DARIC** Excess Automation Equipment Bulletin or ARMS data base.

h. Block No. 8. Indicate mode of transportation desired and include name and telephone numbers (**AUTOVON** commercial with area code) of the designated consignee.

NOTE: If equipment is to be transshipped overseas to a DoD Component activity, it is the responsibility of the requesting activity to provide sufficient packing, crating and handling (**PCH**), and transportation instructions, including appropriate fund citations, to accomplish a cost-effective and efficient transfer of equipment. The DoD Component focal point (Appendix Z) will provide guidance or assistance, as required."

i. Block No. 9. Signature, title, and date of signature by the activity representative authorized to request the equipment.

j. Blocks Nos. 10 and 11. Cite funds to cover all **PC&H** and transportation.

k. Block No. 12. Leave blank.

1. Block No. **13..** -

(1) Column (a). Enter GSA Case **Number.as** shown in the Excess AE **Bulletin** or ARMS data base.

(2) Column (b). Assign item **numbers** in sequence for each item requested.

(3)" column ('c)

(a) Enter DoD case number assigned to the excess **AE**.

(b) Give full description, including serial number, of each item required.

(c) Include statement to ship all associated cables, and operating and maintenance manuals and logs with shipment.

(d) **When** acquiring outdated excess AE, the **SF122** must include a statement that the proposed re,distribution action is the lowest total overall cost solution to a mission requirement (see Chapter 2, paragraph **I.1.e.**), and include date of planned replacement. **A copy** of the obsolescence review must be attached.

(e) Cost benefit information will be provided in accordance with Chapter 2, paragraph **I.1.f.**

(f) ForExchange/"Sale" and Information Technology Fund equipment, a statement of intent to commit funds to reimburse the **civil agency** or the **Fund**, as appropriate, is entered on the form or contained in an accompanying letter of transmittal.

(g) Requests for leased excess AE must include the applicable statement identified in Chapter 2, paragraph **I.1.d.**

(h) Requests for Government-owned equipment not requiring Exchange/"Sale" or Fund payment must obtain the statement: "No Reimbursement Required."

(i) All **SF122s** must obtain a statement of use:

1. Replacing leased equipment.

2. Avoiding funded procurement.

3. Cost-reimbursement type contract. (See Chapter 2, paragraph **I.5.d** for additional required information.)

4. Equipment modification.
5. Redundancy (backup).
6. Cannibalization.
7. Grantees.

(j) GSA Service Fee. Each Transfer Order Excess Personal Property (SF122) processed by GSA is subject to a \$350 service 'fee, payable to . GSA . 'To facilitate processing, provide on the SF122 an appropriation symbol, billing address, name and commercial telephone number for billing inquiries. If the service fee is to be paid from the same appropriation listed in Blocks 10 and 11, **annotate** the SF122 accordingly.

(4) Column (d) . Enter unit of issue.

(5) Column (e). Enter quantity required.

(6) Column (f) and (g). Leave Blank.

m. Block No. 14. Leave Blank.

2. Forward the completed SF122 to DARIC in accordance with the procedures outlined in this Appendix and Chapter 2, Section E , after satisfying applicable DoD Component or contractor approval requirements.

B. Examples of Completed SF122S. The following pages provide examples or properly prepared SF122s.

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101-22W FPMR (41CFR) 101-4s.315	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1. ORDER NO. N00421-7276-2869 2. DATE 2 Oct 87
--	--	---

3. TO GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information Center, mDARIC-R, Cameron Station, Alex, VA 304-610n	4. ORDERING AGENCY (Full name and address)* N00421/Supply Officer Naval Air Station Patuxent River, MD 20670-5000
---	--

5. HOLDING AGENCY (Name and address)* Sandia National Laboratories Albuquerque, NM	6. SHIP TO (Consignee and destination)* Receiving Officer Naval Air station Patuxent River, MD 20670-5000 DPI 9999
--	--

7. LOCATION OF PROPERTY Albuquerque, New Mexico	8. SHIPPING INSTRUCTIONS PADDED VAN Contact : Sam Loggins AUTOVON: 656-9999 COMM: 302-303-9999
--	--

9. ORDERING AGENCY APPROVAL A. SIGNATURE <i>K. L. Merson</i> K. L. Merson a. DATE 2 Oct 87		10. APPROPRIATION SYMBOL AND TITLE 17X4912. 195902677777000421 2F 623.57
--	--	---

C. TITLE Head, Optical Section, Chesapeake Test Range	11. ALLOTMENT	12. GOVERNMENT B/L NO
---	---------------	-----------------------

PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include --- FSC Group and Class, Condition Code and, if available, National Stock Number)	INIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
W87-97-17	1	DoD Case 6312-87 Scanner Mfr: Nytone, Inc., Mod: Tsc2 with Display System, Mfr: Deanza Sys., Inc., Mod: VC5000 All associated cables, operating and maintenance manuals and logs should be included with shipment. Government-owned. No Reimbursement Required. \$350.00 GSA Service Fee to be billed to appropriation in Block 10 above., NARDAC Approval. <i>S. Jones</i> Purpose: Replace Leased Equipment Cost Benefit: \$2100 (Annual lease fees avoided)	a	1		
					1s	

14. GSA APPROVAL	SIGNATURE	TITLE	DATE
------------------	-----------	-------	------

FOR GSA USE ONLY	AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE
	AGENCY	STATE			

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1. ORDER No N66604-7214-0019 2. DATE 1 Aug 87																		
3. TO: GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information center, M: DARIC-R Cameron Station, Alex., VA 22304-6100				4. ORDERING AGENCY (Full name and address)* Commanding officer, " Naval Underwater systems center Newport, R. I. 02841-5000																			
5. HOLDING AGENCY (Name and address)* General Services Administration Washington, DC!				6. SHIP TO (Consignee and destination)* Commanding Officer, Bldg 1176, NUSC Newport, R. I. 02841-5000 Contact: R. Attkison DPI 9999 AV 444-6216 COMM (401) 444-6219																			
7. LOCATION OF PROPERTY Washington, DC				8. SHIPPING INSTRUCTIONS Electronic Air Ride Van M/F: A. Hayes, Code 3511 CSTL Lab, Bldg 1171 NUSC, Newport, R. I. 02841-5000																			
9. ORDERING AGENCY APPROVAL & SIGNATURE <i>E. F. Daniel</i> E. F. Daniel C. TITLE Supply officer				10. APPROPRIATION SYMBOL AND TITLE 17x4912 3790 000 77777 "O 066604 2F 000000 000084A34700 (TAC N997) 11. ALLOTMENT Same as Block 10 12. GOVERNMENT B/L No.																			
15. PROPERTY ORDERED																							
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UN (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	TOTAL (g)																	
W87-24-35	1.	DoD Case No. 6213 87 RM05 Disk Drive with MASSBUS Controller Mfr: DEC, SN: CX17806	ea	1																			
	2.	RM05 Disk Drive Mfr: DEC, SN: CX11400 Exchange/ "Sale" Property Shipment to include cables, operating and maintenance manuals and logs. Approved Requirement. Purpose: Replace Leased Funds in the amount of \$24,000.00 have been committed under Exchange/Sale Bill Exchange/Sale charges to Block 6 Cost Benefit: \$12,000 (Annual lease fee \$350.00 GSA service fee to be billed to agency reimbursement) NARDAC Approval: <i>J. Jones</i>	ea	1																			
14. GSA APPROVAL A. SIGNATURE <i>V</i> B. TITLE C. DATES																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 5%;">FOR GSA USE ONLY</td> <td colspan="3" style="width: 25%;">AGENCY AND LOCATION</td> <td rowspan="2" style="width: 5%;">FSC</td> <td rowspan="2" style="width: 10%;">CONDITION</td> <td rowspan="2" style="width: 10%;">SOURCE CODE</td> </tr> <tr> <td style="width: 10%;">AGENCY</td> <td style="width: 10%;">STATE</td> <td style="width: 5%;"> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>							FOR GSA USE ONLY	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE	AGENCY	STATE								
FOR GSA USE ONLY	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE																	
	AGENCY	STATE																					

*Include ZIP Code

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-S23M FPMR (41 CFR) 101-43.31s	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1. ORDER NO W99999-7317-2316
		2. DATE 4 Aug 87

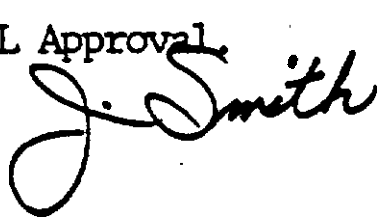
3. To: GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information Center, ATTN: DARIC-R, Cameron Station, Alex, VA 22304-6100	4. ORDERING AGENCY (Full name and address)* Directorate of Information Management Sharpe Army Depot Fathrop, CA 95331-5250
--	---

5. HOLDING AGENCY (Name and address)* U. S. Department of Labor/EIS San Francisco, CA	6. SHIP TO (Consignee and destination)* DPI T524 Will Pick up.
---	--

7. LOCATION OF PROPERTY San Francisco, CA	8. SHIPPING INSTRUCTIONS Contact : Kenneth Carterman Autovon: 462-2132 Comm: 202-363-2132
--	--

9. ORDERING AGENCY APPROVAL A. SIGNATURE L. Spencer B. DATE 5 Aug 87	10. APPROPRIATION SYMBOL AND TITLE N/A Will Pick Up.
--	---

C. TITLE Director, Information Management	11. ALLOTMENT	12. GOVERNMENT G/L No
--	---------------	-----------------------

13. PROPERTY ORDERED							
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	INIT (d)	QUANTITY (e)	ACQUISITION COST		
					UNIT (f)	TOTAL (g)	
W87-015-8	1	DoD Case Number 5938-87 MICROPROCESSOR, ZEN Z148 - . SN 9999 \$350.00 GSA Service Fee to be billed to Block 4, ATTN: Mr. Smith ATTN: SD SSH A/C 202-363-1322 Government-owned - no reimbursement required Purpose: Avoid Procurement Cost Benefit: \$2500 (Cost of new AE) ASB-LGL Approval  Shipment to include cables, operating ar and logs.	ea	1			

14. GSA APPROVAL	A. SIGNATURE	B. TITLE	C. DATE
------------------	--------------	----------	---------

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

"include ZIP Code